

Instruction for use of the 7(a) Submission PDFs

Prior to using the submission PDFs to prepare your loan package, please review the *Submission PDF Tutorial* PowerPoint on this web page.

The submission PDFs were developed so your submission package can be created by electronically inserting your loan documents into them. They were not designed to be printed and scanned with your loan documents.

The basic steps for using the Submission PDF files are:

1. Create a PDF of each document to be submitted to the LGPC. *(If you have an electronic copy of a given document, you can simply print it as a PDF file. If you have only a hard copy, scan and save it as a PDF. If you prefer to work with a single PDF with all documents in it, that will work as well; however, if you create a PDF that contains more than one document, it is best to organize the forms in the order they appear in the submission template(s).)*
2. Using Adobe Acrobat (the full version, not just Acrobat Reader), open the submission template for tabs 1-5.
3. Enter the lender [and packager] information on the Cover Sheet, and save the file.
4. Open the PDF file that contains the Submission Checklist, and/or Business application (e.g. Form 4 or Form 2301, Part A).
5. In the Submission PDF document, as well as in the PDF file that contains the pages you will be copying into the template, click on the icon that will display thumbnails of the file contents.
6. Using the thumbnails of the pages in each of the PDF files, select the page (or pages) that belong behind the first yellow divider in the template, and drag them to the space just below the divider in the template.
7. Repeat this process for each of the documents in each of the three templates (saving your work as you proceed).

Note: To create the submission PDFs you will have to be able to view the PDF template and your source document(s) side by side. Although this can be done with a single wide monitor, it is easier if you have two.

If you have any questions after reviewing the tutorial, please contact the LGPC Call Center at (877) 475-2435.

Thank You